

ISSUING PUBLIC HEALTH NOTICES & ALERTS

If Epidemiology staff (in conjunction with the SRHD Health Officer and other SRHD staff) define a need to draft a public health notice, the SRHD Public Information Officer with the assistance of Epidemiology staff:

1. Drafts a Public Health Notice/Alert that may include the following information (See format of sample Public Health Notice/Alert—Appendix X):
 - a. Disease of concern
 - b. Known cases
 - c. Action taken
 - d. Incubation period
 - e. Symptoms
 - f. Possible exposure settings
 - g. Means of prevention
 - h. Where to report suspected cases
 - i. Where to obtain further information.
2. Submits draft Notice/Alert to SRHD Health Officer for approval or modification.
3. Distributes Public Health Notice/Alert by telephone, FAX, mail or delivery to:
 - a. Local health care providers
 - b. Hospitals
 - c. Clinics
 - d. Schools
 - e. Veterinarians
 - f. All SRHD Division Directors and coordinators of affected programs
 - g. Spokane County Board of Health
 - h. Health Departments in adjacent counties in Washington and Idaho
 - i. Washington State Department of Health Communicable Disease Epidemiology
4. The SRHD Public Information Officer distributes Public Health Notice/Alert by telephone, FAX, e-mail, surface mail or press conference to local media. (See attached media list, Appendix E.)